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CITY OF NORTH CANTON

Karen Alger
Director of Finance

January 6, 2014

SUBJECT: Position Posting – **Part Time** Income Tax Clerk/Floater

This notice is to advise an opening exists in the City of North Canton Finance Department for the following position:

Income Tax Clerk/Floater

Range: \$11.50

This position performs basic or entry level fiscal tasks dealing with the city's income tax department, accounts receivable and city utilities. The person in this position should have the ability to deal with a variety of outside persons and city departments with diplomacy and patience. This person should also have the ability to work in a sustained manner and have the ability of perform simple calculations with accuracy.

If you are qualified, a resume and cover letter should be submitted to the Office of the Director of Finance by Friday, January 17, 2014.

The position will entail good communication skills, and ability to work independently and perform or assist in the following income tax, accounts receivable and utility work:

- Audit and enter returns [Ensures taxpayer compliance and accuracy],
- Generate tax letters as appropriate,
- Mail out monthly statement,
- Calculation and assess fines, penalties and interest due,
- Open mail and process payments,
- Balance cash drawer,
- Post cash receipts,
- Answer telephone, greet public, answer inquiries and make referrals,
- Assist in the processing of outgoing mail,
- Daily posting of revenue [EMS/police parking revenue/ rental/ permits]
- Take utility payments from the public,
- Perform secretarial and clerical tasks as appropriate and required.

The work will be performed under the supervision of the Director of Finance or her designee. This position has no supervisory responsibility.

The deadline for application is Friday, January 14, 2014 by 4:00 P.M.

KAREN ALGER,
DIRECTOR OF FINANCE
NORTH CANTON
145 N. Main St,
North Canton, Ohio 44720